

PERS 74-4259

DD/A 74-3511

Executive Office of the President
Office of Management and Budget
Washington, D. C. 20503

Attention: Executive Development and Labor Relations
Division

Gentlemen:

This letter is in response to CMB Bulletin No. 75-4 which requests information concerning the resources committed for executive development in this Agency in Fiscal Year 1976.

Executive development is an established priority program in the personnel management processes of the Central Intelligence Agency. The design and operation of the program follow closely the intent of the guidelines published for the Federal Service in FPM Letter No. 412-1 and FPM Letter No. 412-2. The two specific Agency personnel programs described in our letter of 14 September 1973, the Personnel Development Program and the Annual Personnel Plan, are implemented on a functional career service basis under the direct supervision of the responsible Deputy Director. The initial planning reports have been reviewed and approved by our Executive Resources Board, chaired by the Director of Central Intelligence. Planning for the executive development of the selected managers in grades GS-13 through GS-15 is well advanced in terms of scheduled developmental assignments, including rotational tours in components other than the individual's basic service group, and specialized management training. The Executive Development Program is based upon three-year plans which are reviewed and extended annually.

The executive and personnel developmental plans are closely coordinated with our Office of Training in planning the requisite resources for internal and external training. The special internal courses designed for senior management

such as the Senior Seminar, Advanced Management Training and the Executive Conferences are supported by a progressive series of courses in managerial processes for middle level personnel. In combination these courses form a core of training which leads an individual through levels of management technique to proficiency at the executive level. This core of internal courses is supplemented with training at the Civil Service Centers and with long-term external training at the Senior Service Schools and private organizations such as Brookings Institution, Harvard, Cornell and Syracuse Universities.

The classified nature of the Agency's operations limits the meaningful personnel data which can be furnished outside of CIA. Data of this type can be submitted to the Deputy Associate Director, Internal Affairs Division, Office of Management and Budget, to be retained by him in accordance with standing arrangements with OMB for the control of CIA program information.

Sincerely,

[S] JOHN N. McMAHON

John N. McMahon
Acting Deputy Director
for
Administration

STAT

Originator:

Acting Director of
Personnel

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10 SEP 1974

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OP/P&C/RS [redacted] r:dbw (5 Sep 74)
Retype second page:O-D/Pers:bkf (10 Sep 74)

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

DDA 74-351

AT	FROM			EXTENSION	NO.	STAT
AT	Acting Director of Personnel Headquarters				DATE	10 SEP 1974
AT	TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)	
AT	1. Acting Deputy Director for Administration Headquarters	RECEIVED	FORWARDED		DD/A Registry File personnel-5	
AT	2.				Jack Tans -	
AT	3.				For "Epec Resources Board" we're really talking about	
AT	4.				Mgmt Committee	
AT	5. Comptroller Headquarters				or ADD! - whatever the case may be	
AT	6.					
AT	7.					
AT	8.					
AT	9.					
AT	10.					
AT	11.					
AT	12.					
AT	13.					
AT	14.					
AT	15.					

PRIORITY
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FORM 160d
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CENTRAL INTELLIGENCE AGENCY
WASHINGTON, D.C. 20505

11 September 1974

Executive Office of the President
Office of Management and Budget
Washington, D. C. 20503

Attention: Executive Development and Labor Relations
Division

Gentlemen:

This letter is in response to OMB Bulletin No. 75-4 which requests information concerning the resources committed for executive development in this Agency in Fiscal Year 1976.

Executive development is an established priority program in the personnel management processes of the Central Intelligence Agency. The design and operation of the program follow closely the intent of the guidelines published for the Federal Service in FPM Letter No. 412-1 and FPM Letter No. 412-2. The two specific Agency personnel programs described in our letter of 14 September 1973, the Personnel Development Program and the Annual Personnel Plan, are implemented on a functional career service basis under the direct supervision of the responsible Deputy Director. The initial planning reports have been reviewed and approved by our Executive Resources Board, chaired by the Director of Central Intelligence. Planning for the executive development of the selected managers in grades GS-13 through GS-15 is well advanced in terms of scheduled developmental assignments, including rotational tours in components other than the individual's basic service group, and specialized management training. The Executive Development Program is based upon three-year plans which are reviewed and extended annually.

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Sincerely,

14 JUN 1974

John N. McMahon
Acting Deputy Director
for
Administration

STAT

Originator:

ACTING DIRECTOR OR PERSONNEL

12 SEP 1974

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OP/P&C/RS/ [redacted] : dbw (5 Sep 74)

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. SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
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STAT OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	Deputy Director for Administration		
2	Mr. [redacted]	8-23/74	
3	Mr. McMahon		
4			
5			
6			
ACTION	DIRECT REPLY	PREPARE REPLY	
APPROVAL	DISPATCH	RECOMMENDATION	
COMMENT	FILE	RETURN	
CONCURRENCE	INFORMATION	SIGNATURE	

Remarks:

Jack:

Attached is OMB Bulletin 75-4 which requests information concerning resources for executive development in 1976 budget submissions. Your Directorate responded to the last such request in Bulletin 74-1 (copy attached). Would you please prepare a response to current requirement and forward it through this Office for transmittal to OMB.

Recently your Directorate was assigned action on OMB Circular A-45 by the Executive Secretariat. Would you also route your response to that Circular through this Office for transmittal to OMB.

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.	DATE	
John D. Iams, Comptroller	22 AUG 1974	
UNCLASSIFIED	CONFIDENTIAL	SECRET

DDA 74-3291

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
WASHINGTON, D.C. 20503

BULLETIN NO. 75-4

August 12, 1974

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Resources for executive development in fiscal year 1976

1. Purpose. This Bulletin provides instructions for the submission of information concerning the resources for executive development provided for in the departments' and agencies' fiscal year 1976 budget submissions.

2. Background. In accordance with the responsibilities given the Office of Management and Budget (OMB) under Reorganization Plan No. 2 of 1970, a joint effort to insure improved systems within the departments and agencies for the selection, counseling, development, and utilization of career executives has been undertaken by OMB and the Civil Service Commission. In 1973, OMB requested, through Bulletin 74-1, submission by each department and agency of specific information concerning executive development resources provided in fiscal year 1975 budget submissions; this data was reviewed in conjunction with other budgetary considerations. As a basis of comparison, and to assure sufficiently high priority and adequate resources for executive development, OMB is hereby requesting a similar report on the fiscal year 1976 budget submission.

3. Reporting Requirements. Each department and agency is requested to submit to the Office of Management and Budget by September 15, 1974, two copies of a report in the attached format showing the resources contained in the fiscal year 1976 budget request which are intended to finance its executive development efforts.

4. Rescission. This Bulletin is rescinded following receipt of the September 15, 1974 report.

5. Inquiries. Inquiries and requests for assistance with regard to this Bulletin should be addressed to the Executive Development and Labor Relations Division, Office of Management and Budget, telephone: (202) 395-6917, (Code 103).

ROY L. ASH
DIRECTOR

Attachment

ATTACHMENT
BULLETIN NO. 75-4

INSTRUCTIONS

A report will be submitted in the format of the attached exhibit and in accordance with the following instructions:

Column I--Incumbents in Grade

Indicate the total number of full-time, permanent incumbents in the grade specified as projected for July 1, 1975.

Column II--Managers for Special Development

Indicate the total number of managers for GS-13, 14, and 15's that fall into the following categories:

1. those assigned to their first managerial position during FY 74.
2. those reassigned from one managerial position to another in FY 74.
3. the additional number of high potential employees at the GS-13 - 15 level whose development is necessary to meet agency executive manpower needs.

Column III--Short-Term Management Training

Indicate the estimated number of participants, man-days and obligations for short-term (less than 120 days) management training in either a government or nongovernment facility. Management training is viewed as formal training in management related subjects, i.e., management systems, administrative organization, manpower planning (as opposed to those subjects more closely related to a technical or occupational specialty). The estimated obligations are all funds to be directly used for training such as tuition, fees, travel, and per diem. This will not include salaries and fringe benefits of trainees.

Column IV--Long-Term Management Training

Indicate the estimated number of participants, man-months and obligations for management training (defined above) requiring attendance for 120 days or more in either a government or nongovernment facility. The estimated obligations should refer to all funds used directly for training as described above.

Column V--Within Agency Developmental Assignment

Indicate the estimated number of participants, man-weeks, and if appropriate, obligations for within agency developmental assignments. A developmental assignment is defined here as any reassignment or detail or other temporary assignment in which the development of the individual is a predominant consideration, and which takes place within the agency (as defined in Circular A-11, Section 11.2). In the case of reassessments the first six months may be considered developmental; the total period of details and temporary assignments should be counted. Estimated obligations considered appropriate to report would be funds directly related to the developmental assignment such as relocation, travel, per diem, etc. This will not include salaries and fringe benefits.

Column VI--Out-of-Agency Developmental Assignment

Indicate the estimated number of participants, man-weeks and, if appropriate, obligations for out-of-agency developmental assignments. An out-of-agency developmental assignment is a temporary assignment in which the development of the individual is a predominant consideration and which takes place outside of the individual's own department; i.e., another Federal agency, a State or local government agency, an international agency, or a nongovernment enterprise, such as a business concern. An assignment as part of an interchange or Fellows Program is a mobility assignment and would be considered an out-of-agency developmental assignment. Estimated obligations considered appropriate to report would be the same as previously mentioned in "V."

Column VII--Administrative Expenses

Indicate the estimated obligations for administrative expenses to be incurred directly in the operation of the executive development program in fiscal year 1976. "Personnel" obligations would be the total salaries (not including fringe benefits) of all those who spend more than 50 percent of their time in administrative efforts directly relating to the executive development program. "Other" obligations should be itemized and briefly described. "Other" obligations would be all those administrative obligations, other than personnel, which are incurred directly in the administration of the executive development program. This category might include such items as executive development center facilities, travel by executive development officers for purposes directly related to the executive development program, etc.

Attachment

Exhibit
Bulletin No. 75-4

EXECUTIVE DEVELOPMENT
Fiscal Year 1976

Incumbents In Grade	GS 13-15 Managers for Special Development	Management Training Short Term			Management Training Long Term			Developmental Assignment Within Agency			Developmental Assignment Out of Agency		
		Number	Man Days	Obligations	Number	Man Months	Obligations	Number	Man Weeks	Obligations	Number	Man Weeks	Obligations
GS 13	—	—											
GS 14	—	—											
GS 15	—	—											
GS 16	—	XX											
GS 17	—	XX											
GS 18	—	XX											

VII. Administrative Obligations for Executive Development Programs:

Personnel _____ (Estimated man-years _____)

Other _____

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73-3660

14 SEP 1973

Executive Office of the President
Office of Management and Budget
Washington, D. C. 20503

Attention: Executive Development and Labor Relations Division

Gentlemen:

This letter is in response to OMB Bulletin No. 74-1, which asks for information concerning resources for executive development in Fiscal Year 1975.

In recognition of the vital importance of placing special emphasis on the executive development program, the Agency Executive Resources Board, chaired by the Director of Central Intelligence with the Deputy Directors of the Agency as members, directed development by 30 June 1973 of a new Agency-wide system known as the Personnel Development Program (PDP), which will serve as the central reference for information on the Agency's executive manpower development program. The PDP, only recently implemented, will in the near future provide detailed data on the developmental training and assignments required for selected GS-13, -14 and -15 employees to become managers at the senior level.

Another program, corollary to PDP, known as the Annual Personnel Plan (APP) was launched at the beginning of FY 1974. The APP directs organizational managerial attention to personnel planning to much the same degree presently required for program and budget planning. The APP includes a requirement for organizational managers to plan for developmental assignments of personnel under their supervision to components outside their jurisdiction, as well as reception of individual developmental assignments into their components during the next fiscal year.

-2-

The two programs briefly outlined above have been designed to link with our internal training resources. Our Office of Training has currently instituted a Senior Seminar for executives, an Advanced Management Training Program for mid-level managers and a Leadership Conference for executives.

As evidenced by the newly implemented programs described above, the Agency attaches considerable significance to executive development as a priority concern.

I am sure you are aware that the Central Intelligence Agency can furnish very little meaningful personnel data of an unclassified nature concerning its operations. Any data developed can be reported to the Deputy Associate Director, International Affairs Division, Office of Management and Budget, but must be retained by him in accordance with standing arrangements we have with OMB with respect to the control of CIA program information.

Sincerely,

Harold L. Brownman
Deputy Director
for
Management and Services

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ORIGINATOR:

Director of Personnel

12 SEP 1973

STAT

DD/Pers: [] :bkf (12 Sep 73)